

# Spis treści

Unit 1	
ECONOMICS .....	9
Glossary of high frequency phrases, collocations and metaphors .....	9
Practice Section 1 .....	16
List of popular collocations .....	20
Practice Section 2 .....	38
Glossary of standard metaphors.....	43
Practice Section 3 .....	45
Unit 2	
MANAGEMENT .....	47
Glossary of high frequency phrases, collocations and metaphors .....	47
Practice Section 1 .....	56
List of popular collocations.....	61
Practice Section 2 .....	81
Glossary of standard metaphors.....	88
Practice Section 3 .....	95
Unit 3	
EMPLOYMENT .....	98
PART 1. RECRUITMENT AND SELECTION .....	98
Glossary of high frequency phrases, collocations and metaphors .....	98
Practice Section 1 .....	99
List of popular collocations.....	101
Practice Section 2 .....	102
Glossary of standard metaphors.....	103
Practice Section 3 .....	104
PART 2. EMPLOYMENT .....	104
Practice Section 1 .....	112
List of popular collocations.....	116
Practice Section 2 .....	128
Glossary of standard metaphors.....	132
Practice Section 3 .....	133
Unit 4	
PROMOTION AND ADVERTISING .....	135
Glossary of high frequency phrases, collocations and metaphors .....	135
Practice Section 1 .....	138

List of popular collocations.....	140
Practice Section 2 .....	144
Glossary of standard metaphors.....	146
Practice Section 3 .....	147
 Unit 5	
TRADE .....	149
Glossary of high frequency phrases, collocations and metaphors .....	149
Practice Section 1 .....	156
List of popular collocations.....	160
Practice Section 2 .....	171
Glossary of standard metaphors.....	175
Practice Section 3 .....	178
 Unit 6	
DISTRIBUTION, TRANSPORT AND LOGISTICS .....	180
Glossary of high frequency phrases, collocations and metaphors .....	180
Practice Section 1 .....	184
List of popular collocations.....	186
Practice Section 2 .....	190
Glossary of standard metaphors.....	193
Practice Section 3 .....	194
 Unit 7	
FINANCE AND BANKING .....	195
PART 1. FINANCE .....	195
Glossary of high frequency phrases, collocations and metaphors .....	195
Practice Section 1 .....	205
List of popular collocations.....	209
Practice Section 2 .....	226
Glossary of standard metaphors.....	230
Practice Section 3 .....	235
PART 2. ACCOUNTING .....	237
Glossary of high frequency phrases, collocations and metaphors .....	237
Practice Section 1 .....	242
List of popular collocations.....	246
Practice Section 2 .....	248
Glossary of standard metaphors.....	250
Practice Section 3 .....	250
PART 3. BANKING .....	251
Glossary of high frequency phrases, collocations and metaphors .....	251
Practice Section 1 .....	257
List of popular collocations.....	260
Practice Section 2 .....	267
Glossary of standard metaphors.....	269
Practice Section 3 .....	270
PART 4. INSURANCE .....	271
Glossary of high frequency phrases, collocations and metaphors .....	271
Practice Section 1 .....	273
List of popular collocations.....	274
Practice Section 2 .....	276
PART 5. TAXES .....	277
Glossary of high frequency phrases, collocations and metaphors .....	277
Practice Section 1 .....	279
List of popular collocations.....	280
Practice Section 2 .....	281

Glossary of standard metaphors .....	282
Practice Section 3 .....	283
PART 6. STOCK EXCHANGE .....	283
Glossary of high frequency phrases, collocations and metaphors .....	283
Practice Section 1 .....	287
List of popular collocations.....	288
Practice Section 2 .....	291
Glossary of standard metaphors .....	293
Practice Section 3 .....	296
Unit 8	
PEOPLE AND ORGANIZATIONS .....	298
PART 1. PEOPLE .....	298
Glossary of high frequency phrases, collocations and metaphors .....	298
Practice Section 1 .....	302
List of popular collocations.....	305
Practice Section 2 .....	314
Glossary of standard metaphors .....	317
Practice Section 3 .....	320
PART 2. ORGANIZATIONS .....	322
Glossary of high frequency phrases, collocations and metaphors .....	322
Practice Section 1 .....	325
List of popular collocations.....	328
Practice Section 2 .....	336
Glossary of standard metaphors .....	339
Practice Section 3 .....	341
Unit 9	
LEGAL ISSUES .....	342
Glossary of high frequency phrases, collocations and metaphors .....	342
Practice Section 1 .....	346
List of popular collocations.....	348
Practice Section 2 .....	355
Glossary of standard metaphors .....	357
Practice Section 3 .....	357
KEY .....	359